

Open Records Policy

Kansas State Board of Mortuary Arts
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Access To Open Record

You have the right to inspect and obtain copies of public records maintained by the Kansas State Board of Mortuary Arts that are not exempt from disclosure.

We will act on your request for public record by the end of the third business day after we receive your written request. If it takes longer than three business days, we will notify you. Acceptable reasons for taking additional time include the need to maintain normal and necessary agency activities, and complicated request parameters.

What Records Are Available

- Statutes, regulations, policies
- Minutes and documents cited in open, public meetings
- Salaries and basic information about public employees
- Budget information
- Licensing data

What Records Are Not Available

Some records may contain private, privileged or confidential information. Exceptions to the Kansas Open Records Act may include, but not limited to, the following:

- Certain personnel information
- Records protected by the attorney-client privilege or an attorney work product
- Notes and preliminary drafts
- Correspondence between a private individual and a government agency

A detailed list of exemptions to the Kansas Open Records Act can be found in KSA 45-221 (a).

How To Request A Record

The Kansas State Board of Mortuary Arts contact information is listed at the top of this document. Regular office hours are 8 a.m. until noon and 12:30 p.m. until 4:30 p.m. on Monday through Friday, excluding state holidays. Records may be viewed at the office upon an appointment with the agency's Records Custodian based on availability.

Fees

You will be charged reasonable fees for time staff and expenses incurred processing your request. We may require advance payment of the fee.

Fees will be assessed as follows:

25 cents per page/50 cents for back/front pages

65 cents per page, 15 page maximum, for fax copies (includes a cover page)
postage costs

Staff Time:

The hourly rate of the employee gathering information.

Additional costs:

The per page charge is assessed to reimburse the agency for routine costs associated with retrieving, reviewing and copying requested records possessed and located within the agency's office. This charge does not include staff time to locate records stored elsewhere that are not readily accessible, to determine what specific records meet the requestor's criteria, to segregate public from non-public information, to access records from archives, or similar and necessary charges.

Prohibited Uses

KSA 45-230 prohibits the use of names and address derived from public records for certain commercial purposes. Violation of this law can result in a civil penalty not to exceed \$500 for each violation.